

**Organizing Your Paper Files**  
**by Angela Pendleton**  
<http://ourgenealogygroup.blogspot.com/>

**Types of Organizational methods**

\*\* Binders \*\* Surname folders\*\* Family folders\*\* Color Coded Method \*\*

**Helpful Tips**

1. Record Dates by "Day Month Year"

Use the full 4 digit year : **18 April 1888 (1988)**

Do not use commas, they could be confused with "1"

2. Surnames of individuals should be written in all capital letters.

**Josh ROUNDS**

This helps avoid confusion later as families tend to use surnames as given names. It also avoids confusion with names such as **John George**. Record nicknames in quotation marks.

3. Use standardized genealogical forms so you or a fellow genealogist can easily see what you have and what you need. It helps future generations to be able to decipher your work.

4. Be consistent.

5. Before filing your papers away, check to see if it is on your computer program.

**Organizational Websites**

<http://www.genrootsorganizer.com/>: A step by step guide to the color coded system, including a shopping list!

<http://www.123genealogy.com/organizer/tips/circle.htm>: Includes a guide to the color coded system, plus binders, Patronymics and more.

<http://www.thehistorium.com/blog/organizationcheatsheet>: A weekly, Monthly, Yearly check list.

<https://www.facebook.com/groups/organizedgenealogist/> use their "files" tab for a link to their collection of organizational forms.

<http://www.familytreemagazine.com/family-tree-tips-23-secrets-to-organize-your-genealogy>

<https://www.facebook.com/groups/ourgenealogygroup/> : This is Our Genealogy Group's page! Check it out, "like" us on facebook! Join our discussions and find out about our monthly meetings.